

ADVERTISEMENT

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

APPLICATIONS: Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.

CLOSING DATE: **13 June 2022 at 16:30 (Late applications will not be considered)**

NOTE: Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment.

POST: **SENIOR LEGAL ADMINISTRATION OFFICER MR6 (DT17/2022)**

SALARY: R 480 927 – R1 157 940 per annum (suitable salary will be determined in accordance with the OSD determination)

(Notch and All-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

CENTRE: Pretoria

REQUIREMENTS: A SAQA recognised LLB degree, At least 8 years' appropriate post qualification legal/litigation experience. Knowledge of relevant Acts and Prescripts, BAS, Logis, PERSAL, knowledge of Constitution, knowledge of the PFMA, knowledge of Civil Procedure (high court and magistrate court rules), Knowledge of PAJA & PAIA, computer literacy, analytical thinking, legal drafting, dispute resolution, legal research, good verbal and written communication skills and project management skills.

DUTIES: The successful candidate will be responsible for supervision and administer legal advice/opinion in the department, research the applicability of legal principles on legal Opinion, higher legal position of the Opinion, conduct research on applicable policy, legislation or regulations and legal principles with legal Opinions, formulate questions to be answered on legal Opinions, ascertain whether legislation is in accordance with principle of drafting and interpretation of statute, ascertain that intention of Department and entities are reflected in the said proposed bill or amendment bill, peruse and study draft of proposed bill or amendment bill, facilitate with drafting of cabinet memorandum, pilot legislation through the parliamentary process, litigation management, provide evidence in regards to possible settlement and negotiate settlement with opponent,

prepare instruction State Attorney and make recommendations for appointment of suitable Advocate to be appointed if necessary, monitor the court case from the inception to its finality finalisation, review all pleadings at all stages for the court case as per court rules, drafting of Contract and intentional Agreements, draft, verify the contracts and international agreements to drafted and edited, conduct research on applicable policy, legislation or regulation to be followed , draft legal documents and advice on hand or mentor juniors on drafting of legal documentation that provide clear motivation/justification for a particular position pertaining to the case.

EE REQUIREMENTS: Preference will be given to African Male, Coloured Male, and White Male Candidates.

ENQUIRIES: Ms M Boikanyo 012 444 6275